



U.S. Department of Commerce

HUMAN RESOURCES SUMMIT

“The Changing Faces of Human Resources for HR Professionals”

February 8, 2006

Hosted by the
Office of the Secretary
Office of Human Resources Management



U.S. Department of Commerce

New Human Resources Regulations

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Agenda

- Workforce Flexibility Act of 2004
 - Compensatory Time Off for Travel
 - Additional Annual Leave Accruals Based on Prior Non-Federal Service
- webTA
 - Deployment
 - Behind the Scenes and Next Steps
 - Sneak Peak



Learning Objectives



- Human Resources (HR) Regulations
 - Learn what the Department has done to implement specific provisions of the Act, who's covered, and what else is new

- webTA
 - Learn who's using webTA, how Departmental deployment can affect you, what we're doing behind the scenes, and what's new with webTA

HR Regulations – Federal Workforce Flexibility Act of 2004

Higher Annual Leave Accrual Rates for Additional Pay Systems

- Section 202(b) of the Act authorizes members of the Senior Executive Service (SES) and employees in senior-level (SL) and scientific or professional positions (ST) to accrue 1 day of annual leave for each full pay period without regard to length of service.
- Can extend coverage to employees in a pay systems “equivalent” to SES or SL/ST (with OHRM and OPM approval), if
 - Pay rates are established under an administratively determined pay system under a separate statutory authority outside of 5 U.S.C. chapters 51 and 53
 - Covered positions are equivalent to SES or SL/ST positions and subject to a performance appraisal system or other applicable legal authority, for planning, monitoring, developing, evaluating, and rewarding employee performance
- SES, SL/ST effective pay period 21, 2004
- SFS effective pay period 22, 2004

HR Regulations – Federal Workforce Flexibility Act of 2004

Recruitment, Relocation, and Retention Incentives (3 R's)

- Section 101(a) of the Act enhances the 3 R's to improve the government's ability to recruit and retain a high quality workforce.
- Effective May 15, 2005
- May use current 3 R plans to authorize incentives
 - Must be consistent with new law and interim regulations
- Covers
 - General Schedule, Executive Schedule, SES (career), ST/SL
 - Wage Grade
 - Law Enforcement Officers
 - Single agency categories (NOAA Wage Marines and Census AD and GG employees)
- Requires service agreements and separate plans

HR Regulations – Federal Workforce Flexibility Act of 2004



Compensatory Time Off for Travel

- Section 203 of the Act authorizes a new form of compensatory time off for time spent in a travel status away from the official duty station when such time is not otherwise compensable
- Effective January 28, 2005
- Covers all employees except
 - Wage Grade
 - Senior Executive Service Members
 - Senior Foreign Service and Foreign Service Officers
- Travel status includes time spent between
 - Official duty station and a temporary duty station
 - Two temporary duty stations
 - “Usual waiting time” preceding or interrupting the travel (e.g., waiting at an airport or train station prior to departure)



HR Regulations – Federal Workforce Flexibility Act of 2004

Compensatory Time Off for Travel

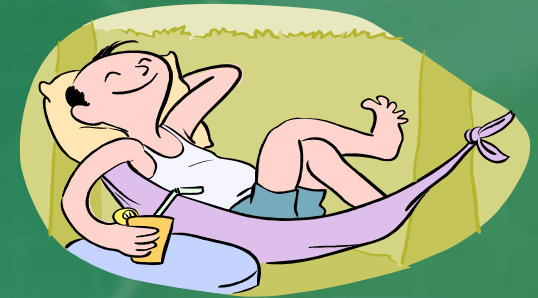


- To receive credit employees must
 - Be on officially authorized travel
 - Request earning prior to travel or within 10 calendar days of end of travel
 - Provide a chronological record of travel information
- Balances forfeited if not used within 26 pay periods after crediting on the T&A
 - When separated from Federal service
 - Upon voluntary transfer to another agency
 - Upon movement to a noncovered position
- Balances held in abeyance for employees who separate or are placed on LWOP
 - To perform in uniform services (return is through reemployment rights)
 - Due to on-the-job injury
- No limit on the number of hours earned
- Unused hours may not be paid
- Not considered in applying the biweekly or annual premium pay caps or aggregate limitation on pay

HR Regulations – Federal Workforce Flexibility Act of 2004

Annual Leave Accruals Based on Prior Non-Federal Service

- Section 202 (a) of the Act allows newly appointed or reappointed employees (covered by the Federal annual and sick leave provisions) to use non-Federal prior work experience to determine the amount of annual leave to credit an employee
- Effective April 28, 2005
- Limited coverage
 - Newly appointed employees
 - Employees reappointed following a break in service of at least 90 days
 - Non-Federal service or active duty uniformed service that otherwise would not be creditable for determining annual leave accrual purposes



HR Regulations – Federal Workforce Flexibility Act

Annual Leave Accruals Based on Prior Non-Federal Service

■ Requirements

- Skills and experience must be essential to the new position and acquired in a non-Federal position with duties directly relating to the position of appointment
- Use of this authority is required to achieve an important agency mission or performance goal
- Employees must provide written documentation outlining the work experience directly related to the duties of the position
- HR offices must provide an analysis of how the duties in the employee-provided documentation relates to the new position



- Applies to the Department's 20 mission critical occupations as defined in the Human Capital Initiative in the Recruitment and Retention Plan

- Bureaus may request additional occupations with justification

HR Regulations – Federal Workforce Flexibility Act

Annual Leave Accruals Based on Prior Non-Federal Service

- Implement via NFC by adjusting the Service Computation Date (SCD) for leave
- Adjust in T&A systems

webTA

Departmental Deployment

- Over 10, 000 DOC employees using webTA
- All bureaus converted, except Census and NOAA
 - Census anticipates conversion by end of March or mid April 2006
 - NOAA in process of converting
- Expected release of new version by end of 1st quarter
- Full deployment means:
 - Consolidated database with interface capabilities to other HR and administrative applications (e.g., CBS, financial systems, security)
 - Improved data exchange
 - Improved reporting capability with Congressional and Office of Personnel Management reporting requirements (Family and Medical Leave Act, telework)
 - Establish baselines for trend analysis



webTA – Behind the Scenes and Next Steps

- Implement VPN process (with next version release)
 - Provides a direct connection to NFC and eliminates human intervention in T&A transmission process
- Implement standardized accounting
- Data archiving
 - Storage of prior pay period T&As for six years with retrieval capability
 - Eliminates requirement to retain paper copies
 - WebTA database to mirror the NFC; retain current plus 25 prior pay periods on-line
- Develop user manuals

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webTA – What You Can Do

- Nominate bureau webTA database “miner”
 - Limited access
 - Special procedures for access
- Identify reporting needs for webTA canned reports
 - Financial, telework, leave usage
- Provide any recommendations for improvements
- Learn the system and ensure established time frames are followed

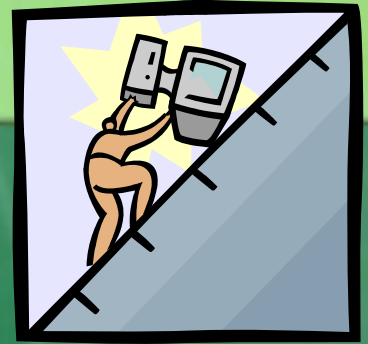


Summary on HR Regulations

- Implemented interim regulations of the Workforce Flexibility Act to provide additional management tools to assist bureaus in recruitment and retention efforts
 - Subject to change based on final Office of Personnel Management (OPM) guidance or NFC changes
- Comments forwarded to OPM to simplify the interim regulations
 - Standardize “flexibilities” in regulations to support e-Payroll
 - Provide standard forms to support e-Payroll

Summary on webTA

- WebTA deployment is progressing
- Largest deployment of any system in the Department
- Full deployment provides opportunities for bureaus to utilize the data in many ways



What's on the Horizon



- Final OPM Regulations (tentative - late 2006)
 - Compensatory Time Off for Travel
 - Additional Accruals
 - Other provisions of Workforce Flexibility Act
- Office of Human Resources Management (OHRM)
website update once regulations are final
- OPM proposed regulations supporting the standardization of pay and leave policies under e-payroll
- New release of webTA with improvements!

Where to Get More Information



Contact your:

- Bureau HR pay policy or leave policy expert
 - OPM website @ www.opm.gov
 - OHRM website @ <http://ohrm.os.doc.gov> (see Pay and Leave under Quick Index)
- Bureau T&A Liaison
 - OHRM website @ <http://ohrm.os.doc.gov>
- Sheila M. Fleishell
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Office of Policies and Programs
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■ What is the maximum number of accumulated hours of Compensatory Time Off for Travel that may be paid to an employee upon separation?

- Unlimited: _____
- 40 hours: _____
- 80 hours: _____
- 0 hours: _____

■ Compensatory Time off For Travel may be earned for:

- Travel between the official duty station and a temporary duty station: _____
- Time spent traveling between two temporary duty stations: _____
- The waiting time preceding or interrupting travel: _____
- Bona fide meal periods: _____

Check all that apply

■ What are the requirements to use non-Federal prior work experience to determine the amount of annual leave to credit an employee?

- Employees must provide written documentation stating the work experience directly related to the duties of the position: _____
- Employees must provide a written position description from their prior non-Federal position stating the duties of the position: _____
- HR offices must provide an analysis of how the duties in the employee-provided documentation relates to the new position: _____
- Employees must provide an analysis of how the duties in their prior non-Federal position relate to the duties of the new position: _____

Check all that apply

■ How long must webTAs be retained?

- 1 year: _____
- 4 years: _____
- 6 years: _____
- Forever: _____